

# Site Technology Readiness Checklist for Deploying DRC Online Assessments



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## CHECKLIST INTRODUCTION

This document is a guide for sites implementing DRC online assessments and is structured to be used by educators as they prepare to administer these assessments. The checklist is designed to identify various factors that a site should address to provide a positive student online testing experience.

The checklist is organized by the timeframes and categories of the activities.

### Timeframes

- 2-3 Months Before Testing
- 1-2 Months Before Testing
- 2-4 Weeks Before Testing
- 1-2 Weeks Before Testing
- Day of Testing

### Categories

- Communication
- Site Planning, Scheduling and Logistics
- Technology – Device Setup
- Technology – Network Configuration
- Technology – TSM Setup
- Training

Successful implementation of online assessments requires teachers, test administrators, technology coordinators, district assessment coordinators, principals, curriculum directors, and others to work together as a site planning team. This site planning team should start meeting at least three months before the start of testing.

As you use this checklist, remember to update it regularly to ensure that it reflects the current status of the technological resources at your site.

## CATEGORIES OVERVIEW

### **Communication**

To facilitate a successful online testing experience for all students, it is important that all staff and personnel have a clear understanding of the testing process and the expectations associated with each team member's assignment.

### **Site Planning, Scheduling and Logistics**

Proper planning is a key to a successful test administration. Spending time scheduling and planning site logistics will reduce surprises and should result in a smoother test administration.

### **Technology**

- Testing Site Manager (TSM) Setup
- Device Setup
- Network Configuration

Determining if schools and districts have the supported devices, required peripherals and infrastructure sufficient to administer the assessments within the designated testing windows, and if the technology is deployed appropriately for an efficient and effective administration, are key for a good student experience.

Recognizing that every site has its own technology strategy and infrastructure, there are common activities that will help sites set up the technologies required for providing online assessments. The activities in this checklist help staff identify eligible devices, determine network capacity, and understand the total number of students the school and districts can serve.

### **Training**

An important factor in successful online testing is adequately preparing those involved in delivering and taking the tests. Providing training materials and time for students, educators and technology support staff is critical.

Student readiness – Students should have an opportunities use the technologies that will be employed during testing and become comfortable with the technology.

Administration readiness – Educators should receive the support and knowledge necessary to effectively and routinely employ the technology used during testing. Technology staff needs to understand the technology infrastructure requirements and what is necessary to properly install and configure the environment to facilitate a good student testing experience.

## Site Technology Readiness Activities

### 2-3 Months Before Testing

#### Communication

- ☐ Identify key staff that will be involved in the administration of online testing.
- ☐ Meet with staff involved with online testing to create understanding and awareness of the online assessment. In the meeting, review the roles and responsibilities associated with online assessments, discuss how each will be addressed within the site, and assign roles and responsibilities to the various team members. Consider including the following personnel:
  - Technology Director
  - School Technology Support
  - Other Technical Support Staff
  - District Test Coordinator
  - Building Principals
  - Guidance Counselors
  - Test Administrators
  - Department and Teacher Leaders
  - Clerical Support (facilitate logistics and document planning notes and procedures)
- ☐ Discuss district and school technology needs with the District Test Coordinator. Review district and school technology capacity to administer testing online. Confirm that the hardware required for the school is available and that the available bandwidth for the school is sufficient. Use the Capacity Estimator to help determine bandwidth requirements.
- ☐ Share the testing plan and schedule of testing dates (master schedule) with the district to help them build a master testing schedule. This is important if the district is providing Internet services to the site or hosting the TSM to enable the district predict and monitor bandwidth use.

#### Site Planning, Scheduling and Logistics

- ☐ Develop an Action Plan that outlines the steps to successfully implement online assessments and use this Action Plan to assign and track specific tasks. Cover the following topics in the Action Plan:
  - Identifying device options for testing
  - Verifying that student data is correct in eDIRECT
  - Identifying and preparing data sources for eDIRECT uploads
  - Uploading data into the eDIRECT and the data sources required for these uploads
  - Verifying students are in appropriate testing sessions
  - Scheduling rooms, equipment, and space
  - Installing and configuring the Testing Site Manager (TSM)
  - Performing initial device setup for workstation software
  - Performing daily device setup for updates
  - Printing test tickets
  - Performing System Readiness Checks before each major testing cycle
  - Using Student Tutorials and Online Tools Training for each test
  - Handling student transfers – both in and out of the site
  - Resetting test sessions access (as needed)
  - Submitting incomplete test sessions
  - Inactivating/reactivating tests
  - Collecting, tracking, reporting, and resolving technical issues
- ☐ Review the Technology documentation on eDIRECT, including system requirements.

Site Technology Readiness Activities	
<input type="checkbox"/>	Identify which buildings will be used for online testing taking into account movement of staff, personnel, and equipment.
<input type="checkbox"/>	Estimate the number of students testing at each testing site. Use these estimates to determine how many students will test each day, and spread tests throughout the testing window to reduce the number of concurrent testers. Keep in mind other activities occurring at the site that may affect access to testing device and/or may limit available network bandwidth. Use this information with the testing plan and schedule testing dates to build the site's master schedule.
<input type="checkbox"/>	Identify areas of the building where testing will occur and communicate this information to the Technology Director for approval. Testing locations should be consistent through the testing window.
<input type="checkbox"/>	Test INSIGHT Secure Browser and TSM downloads on sample devices that meet the recommended system requirements.
<input type="checkbox"/>	Upon receipt of eDIRECT account credentials, log into eDIRECT and agree to the security terms.
<input type="checkbox"/>	If there is a system-wide pop-up blocker policy in place that prevents individuals from editing their pop-up preferences, request that eDIRECT be added as an exception to allow for its pop-ups. eDIRECT leverages pop-ups for PDF reports that are essential to viewing reports and completing tasks in eDIRECT.
<b>Training</b>	
<input type="checkbox"/>	Review the <i>DRC INSIGHT Technology User Guide</i> and the <i>Supported System Requirements</i> .
<b>Technology – Device Setup</b>	
<input type="checkbox"/>	Determine the number of devices available that meet the system requirements.
<input type="checkbox"/>	Identify and reserve access to the testing devices.
<input type="checkbox"/>	Verify test sites have the appropriate equipment, including: <ul style="list-style-type: none"> <li>• Power strips</li> <li>• Power cords</li> <li>• Mice</li> <li>• Keyboards</li> <li>• Other peripherals if required for your test, such as headphones, headsets, etc.</li> </ul>

## Site Technology Readiness Activities

### 1-2 Months Before Testing

#### Communication

- ☐ Update stakeholders at regular intervals about topics like:
  - Testing windows
  - Training schedules
  - Technology setup status
- ☐ Share the updated testing plan and schedule of testing dates (master schedule) with the district.
- ☐ Verify that the Internet Service Provider (ISP) for the site/district is aware of the testing and that they will see a large amount of traffic going to DRC addresses.

#### Technology – TSM Setup

- ☐ Download and install the TSM software installer from eDIRECT to a non-student testing device.
  - The TSM is not required for online testing, but it is recommended.
  - The TSM for content caching can be installed at either the school or district, based on your Wide Area Network (WAN) setup.
  - The closer the TSM is on the network to the student, the better.
  - Verify that the TSM device meets the recommended system requirements.

**Note:** Sites that have a TSM installed for the WIDA test administration delivered by DRC are required to install a separate TSM that is specifically for the state assessments.

#### Technology – Device Setup

- ☐ Inventory technology peripheral equipment (headsets, mice, iPad stands, keyboards, etc.) to verify there are enough for the number of students testing at the same time. Plan to have additional equipment on hand at each site as a back-up.
- ☐ Download from eDIRECT, install and configure the DRC INSIGHT Secure Browser.
  - If DRC INSIGHT is also being used for WIDA testing, merge the ORG Unit IDs for WIDA and state testing with the configuration files.
  - See the DRC INSIGHT Technology User Guide.
- ☐ Perform a System Readiness Check on the testing devices to ensure they are configured correctly.
- ☐ If your test requires headphones or headsets, test them with the testing software. Confirm that they pass the System Readiness Check, that you can take an Online Tools Training practice test, and that you can hear the recording. Adjust volume levels as necessary.
- ☐ Try out seating arrangement in testing areas. Verify that students will be seated far enough apart to avoid interference or distractions.

#### Site Planning, Scheduling and Logistics

- ☐ Start planning testing schedules and finalizing overall testing numbers. Break testing down into days in the window. Allow several days at the end of the test window for makeup testing. Use this information to update the site's master schedule.
- ☐ After the TSM and DRC INSIGHT Secure Browser are downloaded, installed and configured, perform an end-to-end test of the system using practice tests for each test. Perform this test before the environment is available to students for practice testing.
- ☐ Perform a Load Simulation test to assist in identifying instances where the test may not work. Perform this test before the environment is available to students for practice testing. (See the *DRC INSIGHT Technology User Guide*)

Site Technology Readiness Activities	
Technology – Network Configuration	
<input type="checkbox"/>	Confirm with the technical support staff that a network assessment (LAN, WAN and ISP) has been performed and that the capacity is in place to support the number of students testing at one time. Use the Capacity Estimator to help determine bandwidth requirements.
<input type="checkbox"/>	Verify that the firewall and filters on the computer network are configured correctly to allow communication with the online servers and that the correct URLs are whitelisted. (See the <i>DRC INSIGHT Technology User Guide</i> )
<input type="checkbox"/>	Have technical staff use network shaping to give DRC INSIGHT testing traffic a priority over other network traffic.
<input type="checkbox"/>	<p>Complete a wireless site survey to ensure that there is sufficient wireless coverage in testing areas. This survey should address coverage, and verify that students can take the test in the same area of the building at one time (device density). The survey should account for Internet bandwidth and other traffic in the building at the time of testing, including LAN (wireless and wired) traffic and WAN traffic.</p> <p>If you have an open network or available guest network, account for any cell phones and other devices that students, proctors, and teachers have connected (e.g. cell phones, laptops, tablets).</p>



## Site Technology Readiness Activities

### 2-4 Weeks Before Testing

	<b>Communication</b>
<input type="checkbox"/>	Work with district technology staff, District Test Coordinators, and School Coordinators to develop a support plan to handle testing issues.
	<b>Technology – Device Setup</b>
<input type="checkbox"/>	Confirm with the District Test Coordinator that all installations have been completed (TSM and INSIGHT Secure Browser) and run a System Readiness Check.
	<b>Technology – Network Configuration</b>
<input type="checkbox"/>	After test dates have been selected, check to see if other activities are scheduled in the building at the same time that will also require network bandwidth, especially in areas where the same wireless access points will be used for testing.
	<b>Training</b>
<input type="checkbox"/>	Allow students time to practice taking the tests through the Online Tools Training so they are familiar with the testing application before they take the test.

### 1-2 Weeks Before Testing

	<b>Communication</b>
<input type="checkbox"/>	Reconfirm the final testing plans/schedule with the District Test Coordinator.
<input type="checkbox"/>	Send a reminder email to staff to avoid using the network for bandwidth-intensive projects during the testing dates.
	<b>Site Planning, Scheduling and Logistics</b>
<input type="checkbox"/>	Conduct a final technology walkthrough before the first day of testing.
	<b>Training</b>
<input type="checkbox"/>	Ensure that testing staff have the school's Org Unit ID(s) and know how to register devices, if prompted.
<input type="checkbox"/>	Ensure that Test Administrators and District Test Coordinators are familiar with the technical troubleshooting information provided on eDIRECT under <b>General Information&gt;Documents</b> .
	<b>Technology – Device Setup</b>
<input type="checkbox"/>	Perform a System Readiness Check on all testing devices.
<input type="checkbox"/>	Log into an Online Tools Training on each student computer.

Site Technology Readiness Activities	
Day of Testing	
	<b>Communication</b>
<input type="checkbox"/>	Send a reminder email to staff to avoid using the network (LAN, WAN, and Internet) for bandwidth-intensive projects during testing.
	<b>Site Planning, Scheduling and Logistics</b>
<input type="checkbox"/>	Check with building administration regarding the timing of building bells, alarms or announcement that may go off during the test session.
	<b>Technology – TSM Setup</b>
<input type="checkbox"/>	Ensure that the TSM status is “Up To Date” (green).
<input type="checkbox"/>	Verify that all TSM content is Up To Date.
	<b>Technology – Device Setup</b>
<input type="checkbox"/>	Perform a System Readiness Check on at least one student testing device.
<input type="checkbox"/>	Test each device at the beginning of the day (including charging equipment as applicable).
<input type="checkbox"/>	Ensure that testing devices are far enough apart to avoid interference or distractions.
<input type="checkbox"/>	If a portable device will be used while on battery power, verify the charge will last for the duration of the test. <b>Note:</b> It is recommended that all devices be plugged in for power during the test.
	<b>Technology – Network Configuration</b>
<input type="checkbox"/>	Technology staff should verify that the wireless access point is fully operational.
<input type="checkbox"/>	Require anyone in the testing rooms or sharing the testing room's wireless access point, to turn off any wireless devices not used for testing.
<input type="checkbox"/>	Stagger the logins to the testing system. For example, have 10 to 15 students per room log in to the system over one-minute intervals.